

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED 3/91	REVISED 6/15	CHAPTER 10	SECTION 10.2
CHAPTER Chapter 10. Free and Reduced Price Meals		SUBJECT Pricing Institutions – Policy Statement			

Pricing institutions are those which charge a separate identifiable charge for meals served to enrolled children. All pricing institutions shall submit, at the time of application, a written free and reduced price policy statement to be used uniformly in child care center(s) under the institution's jurisdiction. A sample nondiscrimination policy statement is included in the application packet. Institutions shall not participate in the CACFP unless the free and reduced price policy statement has been signed and approved by the Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA).

The nondiscrimination policy statement for pricing centers for determining eligibility for free and reduced price meals shall include at a minimum:

1. Specific criteria to be used in determining eligibility for free and reduced price meals. The eligibility criteria shall conform to the current Secretary of Agriculture's income standards. Such methods will ensure that applications are accepted from households on behalf of children who are members of Temporary Assistance (TA) units or food stamp households.
2. Description of the method used to:
 - Accept applications from families for free and reduced price meals; and
 - Collect payments from those children paying the full or reduced price of the meal which will protect the anonymity of the children receiving a free or reduced price meal.
3. An assurance that the institution will establish a hearing procedure for use when benefits are denied or terminated as a result of verification. The hearing procedure shall include at a minimum:
 - A simple, publicly announced method for a family to make an oral or written request for a hearing.
 - An opportunity for the family to be assisted or represented by an attorney or other person in presenting its appeal.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - The hearing shall be held with reasonable promptness and convenience to the family and that adequate notice shall be given to the family as to the time and place of the hearing.
 - An opportunity for the family to present oral or documentary evidence and arguments supporting its position.
 - An opportunity for the family to question or refute any testimony or other evidence and to confront and cross examine any adverse witnesses.
 - The hearing shall be conducted and the determination made by a hearing official who did not participate in making the initial decision.
 - The determination of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of that hearing record.

- The family and any designated representatives shall be notified in writing of the decision of the hearing official.
 - A written record shall be prepared which shall include the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefore, and a copy of the notification to the family of the decision of the hearing official.
 - Such written record of each hearing shall be preserved for three years and shall be available for examination by the family or its representatives at any reasonable time and place during the three year period.
4. An assurance that there will be no overt identification of free and reduced price meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, age, or disability.
 5. An assurance that the charges for a reduced price lunch or supper will not exceed 40 cents, that the charge for a reduced price breakfast will not exceed 30 cents, and the charge for a reduced price supplement will not exceed 15 cents.

Reference: 7 CFR 226.23(c)